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County of Bernalillo State of New Mexico

Purchasing Department

One Civic Plaza, NW, 10th Floor

Albuquerque, New Mexico 87102

Office: (505) 468-7013 Fax: (505) 468-7067

www.bernco.gov/purchasing/

TO: All Prospective Offeror

FROM: Annie Baca, Buyer

**RE: Request for Proposals (RFP) #47-13-AB
Insurance Broker and Insurance Consulting Services**

The Bernalillo County Purchasing Department is currently requesting sealed proposals from prospective offerors to procure services for Insurance Broker and Insurance Consulting Services.

For registered vendors, pertinent RFP documents, including the Scope of Services, the proposed contract documents and any issued addendums pertaining to this solicitation, can be downloaded through the purchasing website at no cost. For firms not registered, interested parties are encouraged to register at no cost through the County's purchasing website, www.bernco.gov/purchasing. Vendors are also welcome to contact Rosemaire Perea, at (505) 468-7256 for assistance in the on-line registration or to request a hard copy of the document at a cost of 50 cents per page. Requesting a hard copy of the document at a cost of 50 cents per page will result in registration for this solicitation only.

A **Non-Mandatory** pre-proposal conference will be held on Thursday, **May 9, 2013 at 10:00 a.m.** (local time) at the Albuquerque/Bernalillo County Government Center, One Civic Plaza NW, 10th Floor, Purchasing Conference Room, Albuquerque, N.M. 87102.

Sealed proposals must be addressed and delivered to the Bernalillo County Purchasing Department, One Civic Plaza, N.W., 10th Floor, Room 10010, Albuquerque, N.M. 87102 no later than **4:00 p.m. (local time) on May 23, 2013**. The Purchasing Department will date and time stamp the sealed envelope upon receipt.

Questions regarding the proposal submittal process, instructions to offerors or terms and conditions, shall be directed to the Senior Buyer, Annie Baca (505) 468-7269 (phone), Fax (505) 468-7067, E-mail to acbaca@bernco.gov.

